

**Research Administrative Officer (Grade V)
Graduate Studies Office**

(18 month contract)

Overview

Led by the Dean of Graduate Studies, the Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission at DCU. The University hosts over 750 research students and over 1,700 taught postgraduate students.

Function

The Research Administrative Officer will be responsible for providing a highly professional, proactive and comprehensive graduate support function for the DCU graduate research community, as part of the Graduate Studies Office (GSO) team.

Experience and Skills Required

Applicants must hold a minimum of a primary degree, and preferably a postgraduate research degree, in addition to at least three years relevant experience in postgraduate education and/or research administration. The ability to work on one's own initiative and manage a broad remit is essential, in addition the following skills and experience would be advantageous:

- Experience of managing operations and projects
- Excellent administrative, organisational, written and verbal communication skills
- The ability to meet deadlines, prioritise and multi-task

Salary scale: **€45,452 - €54,974**
 €40,906 - €49,477*

*applies to new entrants to the public sector after 01 January 2011.

Appointment will be commensurate with qualifications and experience.

Closing Date: **20th June 2014**

Interviews will be held on Friday 4th July 2014.

Informal Enquiries

Dr Lisa Looney, Dean of Graduate Studies at lisa.looney@dcu.ie or Tel.+353 (0)1 700 5403

Full details of salary upon promotion for internal staff can be viewed at:
<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Application forms are available at:

http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500
Email: hr.applications@dcu.ie

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